



METP Desk Aid

Remember-

- **Status of the participant can change (Mandatory to Voluntary and Voluntary to Mandatory)**
- **If an individual applies for food stamps today then comes straight to the office the ABAWD enrollment will not be in Toolbox**
- **While service notes are important, you must ensure when a service is provided it is recorded appropriately in Toolbox**

Enrolling an ABAWD

1. Locate and open the **Job Seeker** record.
2. Ensure the customer has a **WIOA Adult Career** enrollment.
3. Customer should be showing a **METP ABAWD** in the possible enrollments area of the **Seeker Info** tab.
4. Click on **Employment Plan** icon

Toolbox 2 (Test) Powered by Oracle 11g - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - SHANNAN D BRADY(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information: METP ABAWD Mailing Address: 123 METP WAY Street Address: JEFFERSON CITY MO 65101

Phone Numbers: Home: Cell: Work: Other: Bad Address Homeless Email:

Personal Information: Date of Birth: 04/21/1986 Age: 29 Gender: F Searchable Share resume

Veteran Information: Vet Status: N - None Transition: Served From Served To

Services Provided:

Date	Type of Service	Employment Counselor
11/25/15	WIA Followup	CHRISTINA SIMMONS
10/08/15	WIA Followup	CHRISTINA SIMMONS
09/08/15	WIA Followup	CHRISTINA SIMMONS
08/05/15	Career Guidance	CHRISTINA SIMMONS

Enter the beginning month and year of military service in MM/DD/YYYY format (LOV)

Record: 1/1 <OSC>

5. Place a checkmark in the checkbox next to **METP ABAWD**
6. Click on the **Enroll** button.

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility	Referral System Programs	Ref Dt	DCN ID
<input checked="" type="checkbox"/>	METP ABAWD		0053948512
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Verify Date:

Other Potential DWD Programs

☐ Show Clos...

☐ Add

☐ Delete

☒ Enroll Agreement

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
WIA ADULT CORE	06/05/15		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
WIOA Adult	07/15/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

☐ External Counselor ☐ Recalled by Trade Affected Employer

Oops!

Show Clos...

7. **METP ABAWD** now displays in the **Actual Enrollments**

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs

Ref Dt

DCN ID

Other Potential DWD Programs

Verify Date:

Enroll

Agreement

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
METP ABAWD	12/10/15		<input type="checkbox"/>	
WIA ADULT CORE	06/05/15		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
WIOA Adult	07/15/15		<input type="checkbox"/>	
			<input type="checkbox"/>	

External Counselor Recalled by Trade Affected Employer

Save Cancel

Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

Provide Services

Appropriate services can be 9002 Seeker Services *and/or* employment plan services. A service note does not count! You must ensure a legitimate countable service is recorded on the employment plan and/or in the Services Provided area of Toolbox each time the customer is provided legitimate assistance.

8. In this example, I provide this participant two 9002 seeker services on 12-10-15. These services will be sent to FSD in the nightly batch, and will count towards the participant's 80 hours

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - METP ABAWD (11/11/15) CHRISTINA SIMMONS (373320-0113)

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information: METP ABAWD 123 METP WAY JEFFERSON CITY MC 65101

Phone Numbers: Home: Cell: Work: Other:

Personal Information: Date of Birth: 04/21/1986 Age: 29 Gender: F Searchable Share resume

Veteran Information: Vet Status: N - None Transition: Served From Served To

Seeker Status: Emp Exchange: Active Date: 12/10/15 Last Update: 12/10/15 Workkeys ID: Case Management: Active Next Appt: UI Ben Year Beg Dt: Inactive Dislocated Date: EB

Job Contacts: ME VD, WIA ADULT CO ADULT CAREER, DCN: 0053948512 WIA Trainee ID#

Actual Enrollments: Possible Enrollments

Services Provided:

Date	Type of Service	Employment Counselor
12/10/15	Job Search Activity	EDWARD GREENSLIT
12/10/15	Resume Assistance	EDWARD GREENSLIT
11/25/15	WIA Followup	CHRISTINA SIMMONS
10/08/15	WIA Followup	CHRISTINA SIMMONS

Deceased Web Info Save Cancel

Query Returned no Rows!

Record: 1/1 <OSC>

Notice there are services listed here for 12-10-15 which is the day of enrollment

Enrolling a Voluntary

1. Locate and open the **Job Seeker** record.
2. Ensure the customer has a **WIOA Adult Career** enrollment if the individual is 18 or older.
3. Click on **Employment Plan** icon.

The screenshot shows the 'Toolbox 2 (Test)' application window. The title bar reads 'Toolbox 2 (Test) Powered by Oracle11g - Employment Plan'. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons, including a magnifying glass, a person, a document, and a gear. The main window displays a 'Job Seeker' record for 'MICHAEL GALAN(###-##-6548)'. The record is titled 'No Primary Counselor Assigned'. The record is divided into several sections: 'Name and Address Information', 'Personal Information', 'Veteran Information', 'Seeker Status', and 'Services Provided'. The 'Name and Address Information' section includes fields for 'Name' (METP), 'Address' (1257 VOLUNTARY WAY), 'City' (JEFFERSON CITY), 'State' (MC), and 'Zip' (65101). The 'Personal Information' section includes 'Date of Birth' (09/02/1961), 'Age' (54), 'Gender' (M), and 'Searchable' (checked). The 'Veteran Information' section includes 'Vet Status' (N - None) and 'Transition' (None). The 'Seeker Status' section includes 'Status' (Active), 'Date' (11/23/15), 'Last Update' (12/09/15), 'Workkeys ID' (825050018), 'Case Management' (Active), 'Next Appt' (None), 'UI Ben Year Beg Dt' (Inactive), 'Dislocated Date' (None), 'EB' (checked), and 'Next Task' (None). The 'Services Provided' section includes a table with columns 'Date', 'Type of Service', and 'Employment Counselor'. The table contains four rows of data, all with a date of 11/23/15 and a type of service of 'Job Referral'. The 'Employment Counselor' column lists 'Counselor Web' for all four rows. The bottom of the window includes a 'Source' dropdown (Default Counselor), a 'Partial Seeker' checkbox, a 'Restricted' checkbox, a 'SSN Discrepancy' checkbox, a 'Deceased' checkbox, a 'Web Info' button, a 'Save' button, and a 'Cancel' button. The status bar at the bottom reads 'Record: 1/1' and '<OSC>'. Red boxes and arrows indicate the steps: 1. Click 'Find Seeker' in the top menu bar. 2. Click the 'Employment Plan' icon in the top toolbar. 3. Click the 'Find Seeker' icon in the top toolbar.

4. Choose **METP Voluntary** from the List Of Values found under the category of Other Potential DWD Programs

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window

Employment Plan - METP VOLUNTARY(###-##-6548)

Enrollment Appropriateness Employment Plan

Eligible Enrollments

DWD Eligibility

Verify Date: 4

Find %

Program

H-1B

Jobs Plus

Labor Exchange Counseling

Long-Term Unemployed

METP Voluntary

Migrant / Seasonal Farm Worker

Missouri Probation and Parole

Find OK Cancel

Enroll Agreement

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
WIA ADULT CORE	12/15/14			
WIOA ADULT CAREER	07/01/15			

External Counselor Recalled by Trade Affected Employer

Save Cancel

Record: 1/1 <OSC>

5. Place a checkmark in the checkbox next to **METP Voluntary**
6. Click on the **Enroll** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP VOLUNTARY(###-###-6548) | EDWARD GREENSLIT (573)522-3017

Enrollment Appropriateness Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility	Referral System Programs	Ref Dt	DCN ID
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Verify Date:

5 → ☐ METP Voluntary

6 →

Other Potential DWD Programs

+ Add
- Delete

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
WIA ADULT CORE	12/15/14		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

☐ External Counselor ☐ Recalled by Trade Affected Employer

Save Cancel

Oops!
☐ Show Clos...

7. **METP Voluntary** now displays
in the **Actual Enrollments**

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP VOLUNTARY(###-##-6548) | EDWARD GREENSLIT (573)522-3017

Enrollment Appropriateness Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs

Ref Dt

DCN ID

Verify Date:

7

Other Potential DWD Programs

Enroll

Agreement

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
METP Voluntary	12/14/15		<input checked="" type="checkbox"/>	
WIA ADULT CORE	12/15/14		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

External Counselor Recalled by Trade Affected Employer

Save Cancel

Oops!

Show Clos...

Provide Services

Appropriate services can be 9002 Seeker Services *and/or* employment plan services. A service note does not count! You must ensure a legitimate countable service is recorded on the employment plan and/or in the Services Provided area of Toolbox each time the customer is provided legitimate assistance.

Using METP Specific Services

METP Employment- Used when an ABAWD or Voluntary participant tells you they have some level of employment.

METP Education- Used when an ABAWD or Voluntary participant tells you they are participating in education or training.

METP Supportive Service (TRE)-Used to request payment for Transportation Related Expenses. This should be entered and closed the same day you wish to pay the TRE.

METP Supportive Service (WRE)- Used to request payment for Work Related Expenses. This should be entered and closed the same day you wish to pay the WRE.

METP Funded Training-Used when the participant is in training/education funded by METP.

Adding a Transportation Related Expense (TRE)

1. Locate and open the **Job Seeker** record.
2. Choose the **Employment Plan** icon

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - TAMMY M SCHOOLEY(###-##-5689) | DENNIS JAMES (636)456-9467

Find Seeker | **Seeker Info** | Des Job Title | Edu/Cert | Work History | Referrals | Core Enroll | Other | Scratch Pad | Svc Referral | Adv. Query

Name and Address Information: METP, ABAWD, 127 ABAWD LANE, JEFFERSON CITY, MO, 65101

Phone Numbers: Home, Cell, Work, Other

Personal Information: Date of Birth: 04/10/1974, Age: 41, Gender: F, Searchable, Share resume

Veteran Information: Vet Status: N - None, Transition: , Served From, Served To

Seeker Status: Emp Exchange: Active, Date: 01/07/16, Last Update: 01/07/16, Workkeys ID: , Case Management: Active, Next Appt: , Time: , UI Ben Year Beg Dt: Inactive, Dislocated Date: , EB, Actual Enrollments, Possible Enrollments

Job Contacts: WIA ADULT CORE, WIA Adult, App ID: 10847815, WIOA ADULT CAREER, WIOA, DCN: 0064217927, Adult, METP ABAWD, Trainee ID#

Services Provided:

Date	Type of Service	Employment Counselor
01/07/16	JobsMoGov Self Job search	Counselor Web
01/07/16	Job Referral	Counselor Web
01/07/16	Job Referral	Counselor Web
01/07/16	Job Search Activity	HEATHER SCHMIDT

Have you attended a TAP workshop in the past 36 months? Show Me Hero N Status Verified

Source: THERESA BALLEW Partial Seeker Restricted SSN Discrepancy Deceased Web Info Save Cancel

3. Select **Employment Plan** tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility **3** Utility Window Help

Employment Plan - METP ABAWD(###) #5689 | DENNIS JAMES (636)456-9467

Enrollment Appropriateness **Employment Plan** Progress Closures

Eligible Enrollments

DWD Eligibility	Referral System Programs	Ref Dt	DCN ID
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Verify Date:

Other Potential DWD Programs

<input type="checkbox"/>	
<input type="checkbox"/>	

☐ Show Clos...

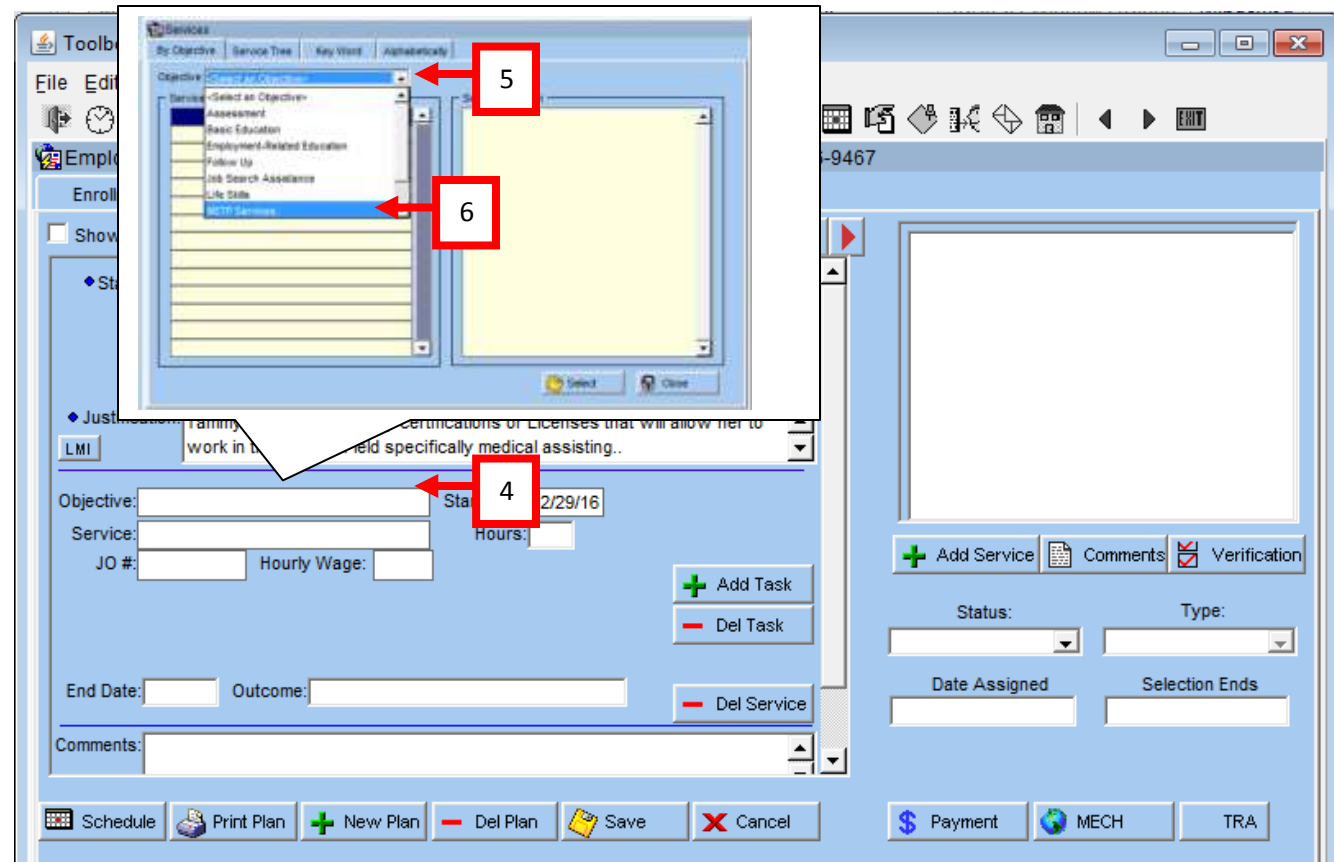
Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
WIA ADULT CORE	06/26/13		<input type="checkbox"/>	
WIA Adult	01/05/15		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
WIOA Adult	07/07/15		<input type="checkbox"/>	
METP ABAWD	01/07/16		<input type="checkbox"/>	

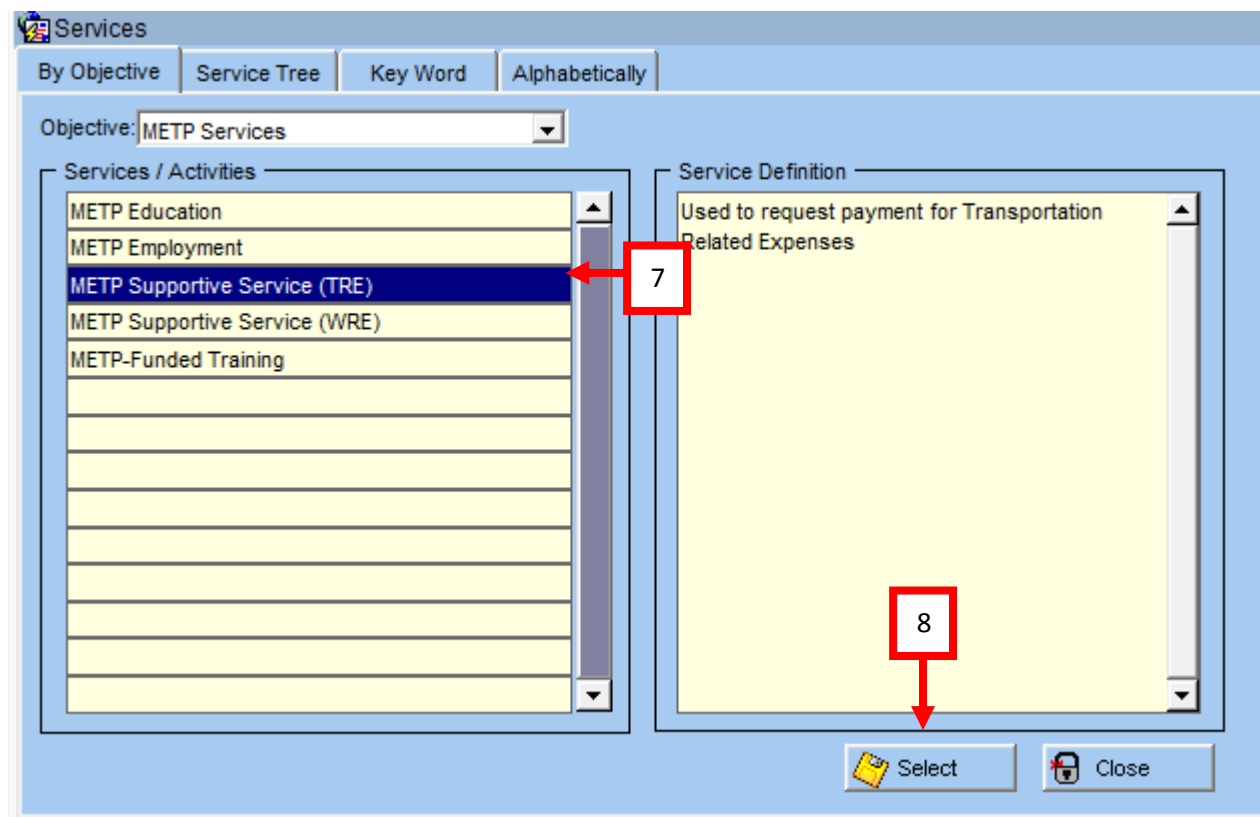
☐ Show Clos...

☒ External Counselor ☐ Recalled by Trade Affected Employer

4. Double click in the **Objective** field
5. Click on the **drop down arrow** to display list of objectives
6. Choose **METP Services**



7. Choose **METP Supportive Service (TRE)** from the listing
8. Click the **Select** button



9. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: ONet: 31909200 Medical Assistants

Goal: Full-time steady employment, training for medical assisting

Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field specifically medical assisting..

LMI

Objective: METP Services Start Date: 02/29/16

Service: METP Supportive Service (TRE) Hours: JO #: Hourly Wage: Comp: + Add Task - Del Task

Task 1: End Date: Outcome: 9 - Del Service

Comments:

Schedule Print Plan + New Plan - Del Plan Save Cancel

+ Add Service Comments Verification

Status: Type: Date Assigned Selection Ends

Payment MECH TRA

10. Service is now saved to the employment plan

NOTE: This service must be closed to request the payment

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

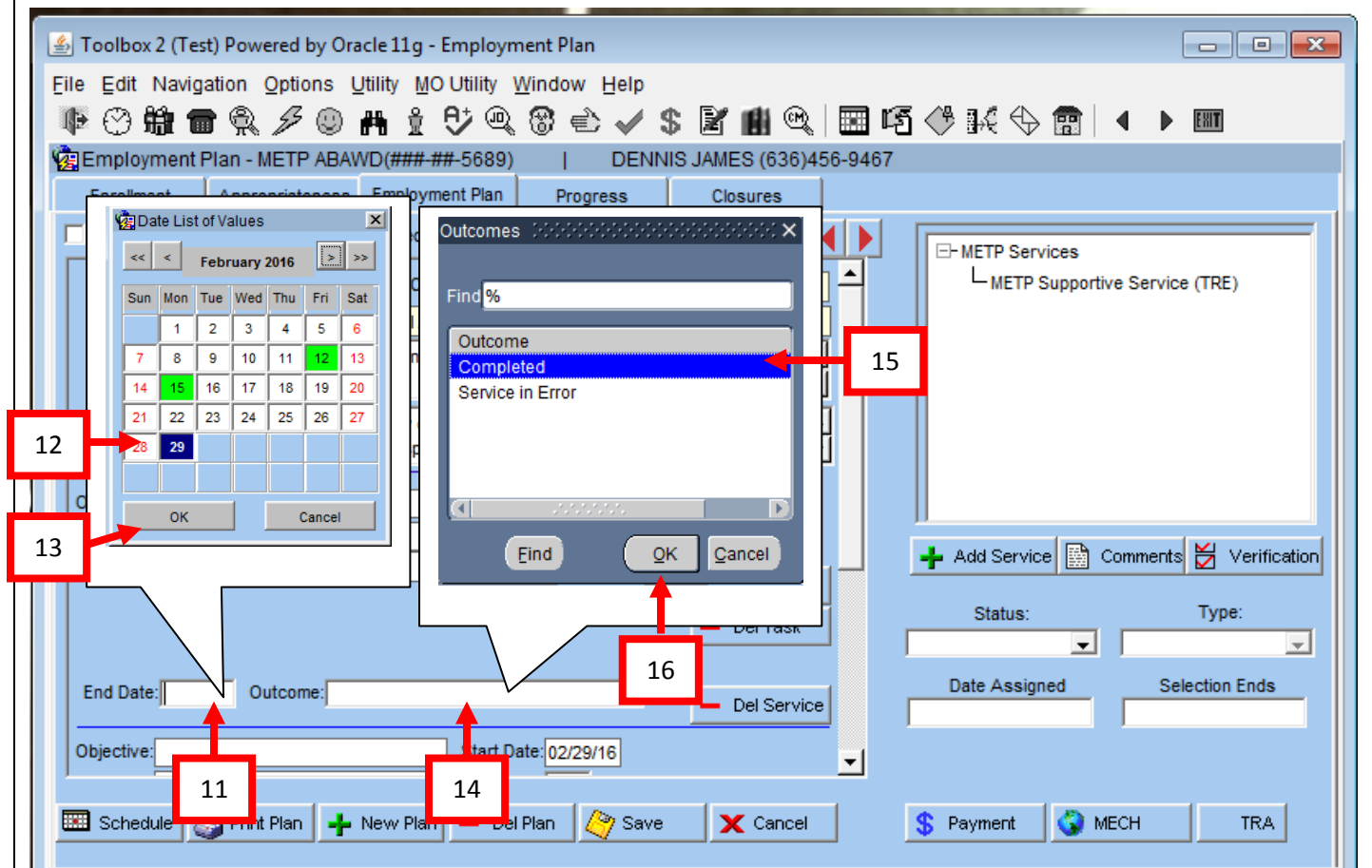
Start Date: 01/05/15 Closed:
ONet: 31909200 Medical Assistants **10**
Goal: Full-time steady employment, training for medical assisting
Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field specifically medical assisting..
LMI
Objective: METP Services Start Date: 02/29/16
Service: METP Supportive Service (TRE) Hours:
JO #: Hourly Wage:
End Date: Outcome:
Objective: Start Date: 02/29/16

+ Add Task
- Del Task
- Del Service

+ Add Service Comments Verification
Status: Type:
Date Assigned Selection Ends

Schedule Print Plan + New Plan - Del Plan Save Cancel
Payment MECH TRA

11. Double Click in the **End Date** field
12. Choose the End Date (System will default to current date)
13. Click the **Ok** button
14. Double click in the **Outcome** field
15. Choose **Completed**
16. Click the **OK** button



17. **End Date** field is now populated
18. **Outcome** field is now populated
19. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: Onet: 31909200 Medical Assistants

Goal: Full-time steady employment, training for medical assisting

Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field specifically medical assisting..

LMI

Objective: METP Services Start Date: 02/29/16

Service: Supportive Serv Hours: JO: 17 Hourly 18

End Date: 02/29/16 Outcome: Completed

Objective: Start Date: 02/29/16

19

Save

20. Click **OK** on the popup

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: ONet: 31909200 Medical Assistants

Goal: Full-time steady employment, training for medical assisting

Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field

LMI

Objective: METP Services

Service: METP Supportive Service (TRE)

JO #: Hourly Wage:

End Date: 02/29/16 Outcome: Completed

Objective: Start Date: 02/29/16

Forms

Please make the TRE payment then save the service.

OK

20

Del Task

Del Service

Status: Type:

Date Assigned Selection Ends

Schedule Print Plan New Plan Del Plan Save Cancel Payment MECH TRA

21. Enter the first date you wish to begin paying TRE for.

Example: Customer began travel to and from work on 2-22-16 so 2-22-16 would be the start date for this TRE payment so enter 2-22-16 in the start field.

22. End date field is the date TRE is being paid.

23. Enter round trip **Mileage** for all days you are requesting payment for. Must be whole numbers no decimals are allowed

24. Tab out of the field and Toolbox will calculate the TRE **Amount**

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: OnNet: 31909200 Medical Assistants Goal: Full-time steady employment, training for medical assisting Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field specifically medical assisting.. LMI

Objective: METP Services Start Date: 02/29/16 Service: METP Supportive Service (TRE) Hours: JO #: Hourly Wage: Add Task Del Task

End Date: 02/29/16 Outcome: Completed Del Service

Objective: Start Date: 02/29/16

Schedule Print Plan New Plan Del Plan Save Cancel

METP Services
METP Supportive Service (TRE)

21 22 Comments Verification

Payment Start	End	Mileage	Amount
	02/29/2016	23	

Payment MECH TRA

25. Click the **Ok** button
26. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: ONet: 31909200 Medical Assistants Goal: Full-time steady employment, training for medical assisting Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field specifically medical assisting.. LMI

Objective: METP Services Start Date: 02/29/16 Service: METP Supportive Service (TRE) Hours: JO #: Hourly Wage:

+ Add Task - Del Task

End Date: 02/29/16 Outcome: Completed

Objective: Start Date: 02/29/16

+ Add Service - Del Service

Payment Start End Mileage Amount
02/22/2016 02/29/2016 100 37.00

OK

Schedule Print Plan + New Plan - Del Plan Save X Cancel \$ Payment MECH TRA

26

25

27. Click the **Ok** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: ONet: 31909200 Medical Assistants

Goal: Full-time steady employment, training for medical assisting

Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field

LMI

Objective: METP Services

Service: METP Supportive Service (TRE)

JO #: Hourly Wage:

End Date: 02/29/16 Outcome: Completed

Objective: Start Date: 02/29/16

Forms

! Closures are permanent. Are you sure that you want to continue?

OK Cancel

27

Del Task Del Service

Schedule Print Plan + New Plan - Del Plan Save X Cancel

Service Comments Verification

Status: Type:

Date Assigned Selection Ends

\$ Payment MECH TRA

28. METP Supportive Service (TRE) is now closed

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 01/05/15 Closed: [blank]
ONet: 31909200 Medical Assistants
Goal: Full-time steady employment, training for medical assisting
Justification: Tammy does not have any certifications or Licenses that will allow her to work in the Medical Field specifically medical assisting..

LMI

Objective: [blank] Start Date: 02/29/16
Service: [blank] Hours: [blank]
JO #: [blank] Hourly Wage: [blank]

+ Add Task
- Del Task

End Date: [blank] Outcome: [blank]
Comments: [blank]

+ Add Service Comments Verification
Status: [blank] Type: [blank]
Date Assigned [blank] Selection Ends [blank]

Schedule Print Plan + New Plan - Del Plan Save Cancel Payment MECH TRA

NOTE: A service note must be entered each time you request a TRE payment

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Help

Notes for Seeker - METP ABAWD(###-##-5689) | DENNIS JAMES (636)456-9467

Search Criteria

Note Category: Clear

Counselor: Search

Date: -

Exclude Background Check ☐

+ Add
- Delete

Date	Note Category	Subject	Counselor	Flw-Up Dt
<input type="checkbox"/> 02/29/16	Supportive Ser	METP TRE	EDWARD GREENSLIT	
<input type="checkbox"/> 01/07/16	Customer Cont	METP Paperwork	HEATHER SCHMIDT	02/04/16
<input type="checkbox"/> 12/17/15	Customer Cont	Job Referral	DENNIS JAMES	
<input type="checkbox"/> 10/28/15	Customer Cont	Jobs team	JUSTIN MYERS	
<input type="checkbox"/> 10/20/15	Customer Cont	Phone call	JILL WILLIAMS	
<input type="checkbox"/> 10/14/15	Customer Cont	walk in visit	JILL WILLIAMS	
<input type="checkbox"/> 10/08/15	Supportive Ser	Update	JILL WILLIAMS	10/20/15
<input type="checkbox"/> 09/30/15	Supportive Ser	Transportation and update	JILL WILLIAMS	
<input type="checkbox"/> 08/19/15	Customer Cont	Job referrals	JILL WILLIAMS	
<input type="checkbox"/> 08/17/15	Customer Cont	Update	JILL WILLIAMS	

Submitted TRE request for this METP participant 20 miles round trip each day for 5 days 2-22-16 thru 2-26-16 total of 100 miles

Select All Deselect All Print Save Cancel Close

Adding a Work Related Expense (WRE)

1. Locate and open the **Job Seeker** record.
2. Choose the **Employment Plan** icon

The screenshot shows the 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker' application window. The window title bar includes the application name and standard window controls. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons for navigation and data management. The main content area is titled 'Seeker Screen - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115'. Below the title bar, there are tabs for Find Seeker, Seeker Info, Des Job Title, Edu/Cert, Work History, Referrals, Core Enroll, Other, Scratch Pad, Svc Referral, and Adv. Query. The 'Find Seeker' tab is selected. The form displays personal information, including Name and Address Information, Phone Numbers, Personal Information, and Veteran Information. The 'Seeker Status' section shows a table with columns for Status, Date, Last Update, and Workkeys ID. The 'Services Provided' section shows a table with columns for Date, Type of Service, and Employment Counselor. The bottom of the window has a Source field set to 'ANTHONY SMITH' and buttons for Deceased, Web Info, Save, and Cancel.

Status	Date	Last Update	Workkeys ID
Emp Exchange: Active	12/10/15	12/10/15	
Case Management: Active			
UI Ben Year Beg Dt: Inactive			
Dislocated Date:			
Next Appt:			
Next Task:			12/23/15

Date	Type of Service	Employment Counselor
12/10/15	Job Search Activity	EDWARD GREENSLIT
12/10/15	Resume Assistance	EDWARD GREENSLIT
11/25/15	WIA Followup	CHRISTINA SIMMONS
10/08/15	WIA Followup	CHRISTINA SIMMONS

3. Select **Employment Plan** tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness **Employment Plan** Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs	Ref Dt	DCN ID

Verify Date:

Other Potential DWD Programs

--

☐ Show Clos...

☐ Add ☐ Delete

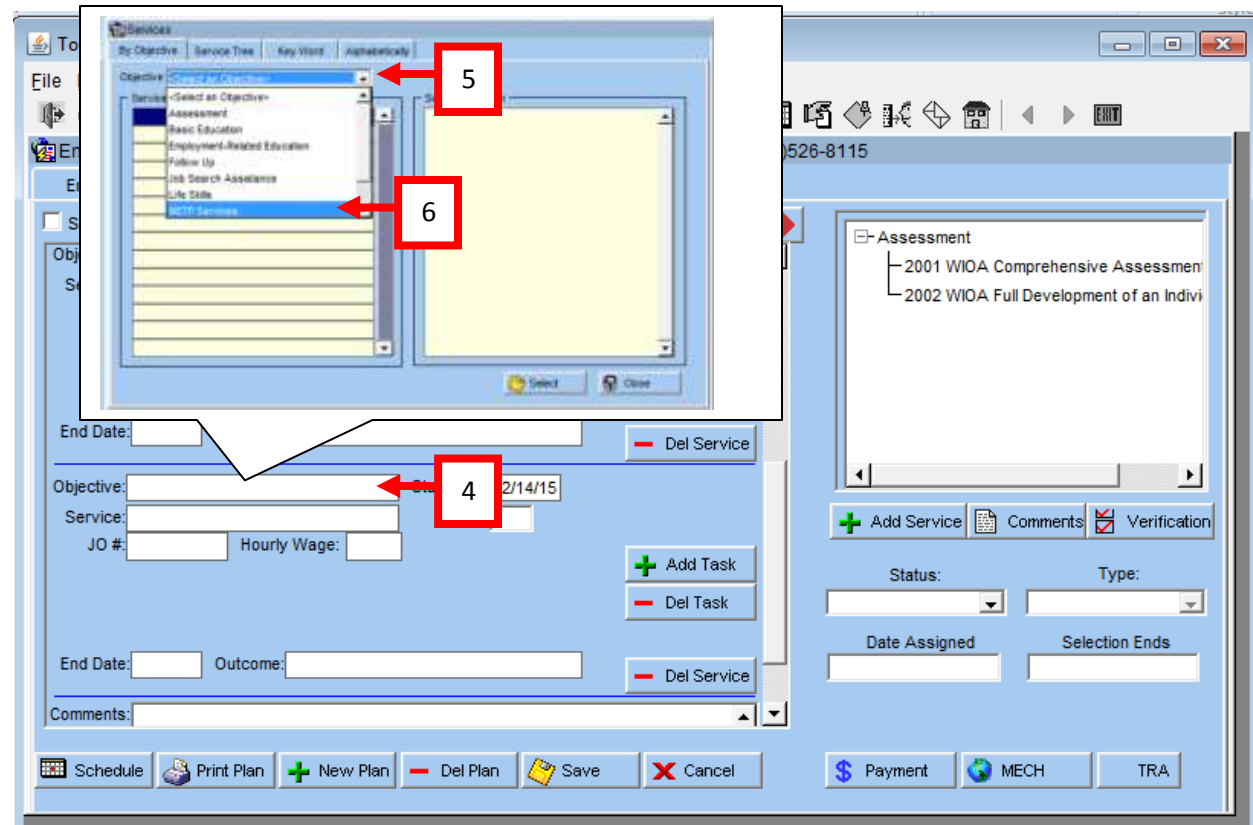
Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
METP ABAWD	12/10/15		<input type="checkbox"/>	
WIA ADULT CORE	06/05/15		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
WIOA Adult	07/15/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

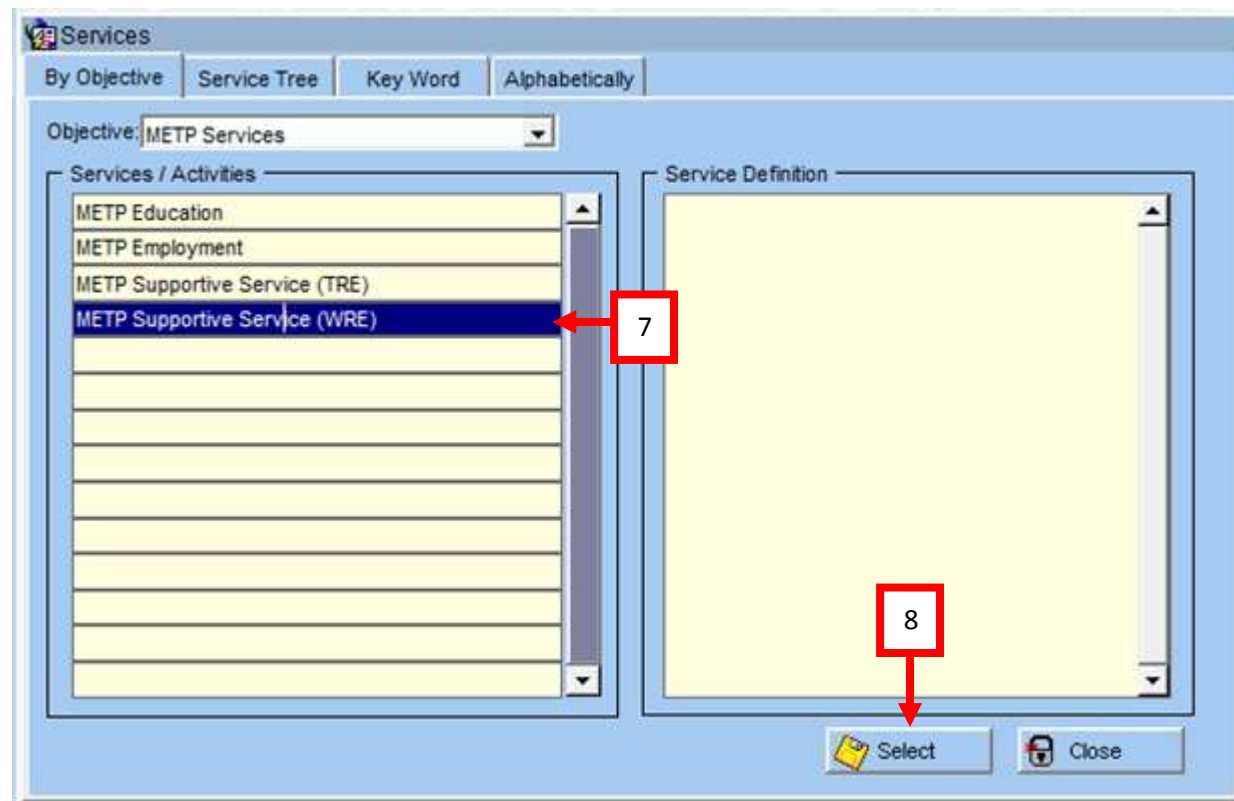
☐ External Counselor ☐ Recalled by Trade Affected Employer

☐ Show Clos...

4. Double click in the **Objective** field
5. Click on the **drop down arrow** to display list of objectives
6. Choose **METP Services**



7. Choose **METP Supportive Service (WRE)** from the listing
8. Click the **Select** button



9. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

Objective: Assessment Start Date: 07/15/15
Service: 2002 WIOA Full Development of an In Hours:
JO #: Hourly Wage:
+ Add Task
- Del Task
End Date: Outcome: - Del Service

Objective: METP Services Start Date: 12/31/15
Service: METP Supportive Service (WRE) Hours:
JO #: Hourly Wage:
Task 1: Comp: + Add Task
- Del Task
End Date: Outcome: 9 - Del Service
Comments:

Schedule Print Plan + New Plan - Del Plan Save Cancel

Record: 1/1 <OSC>

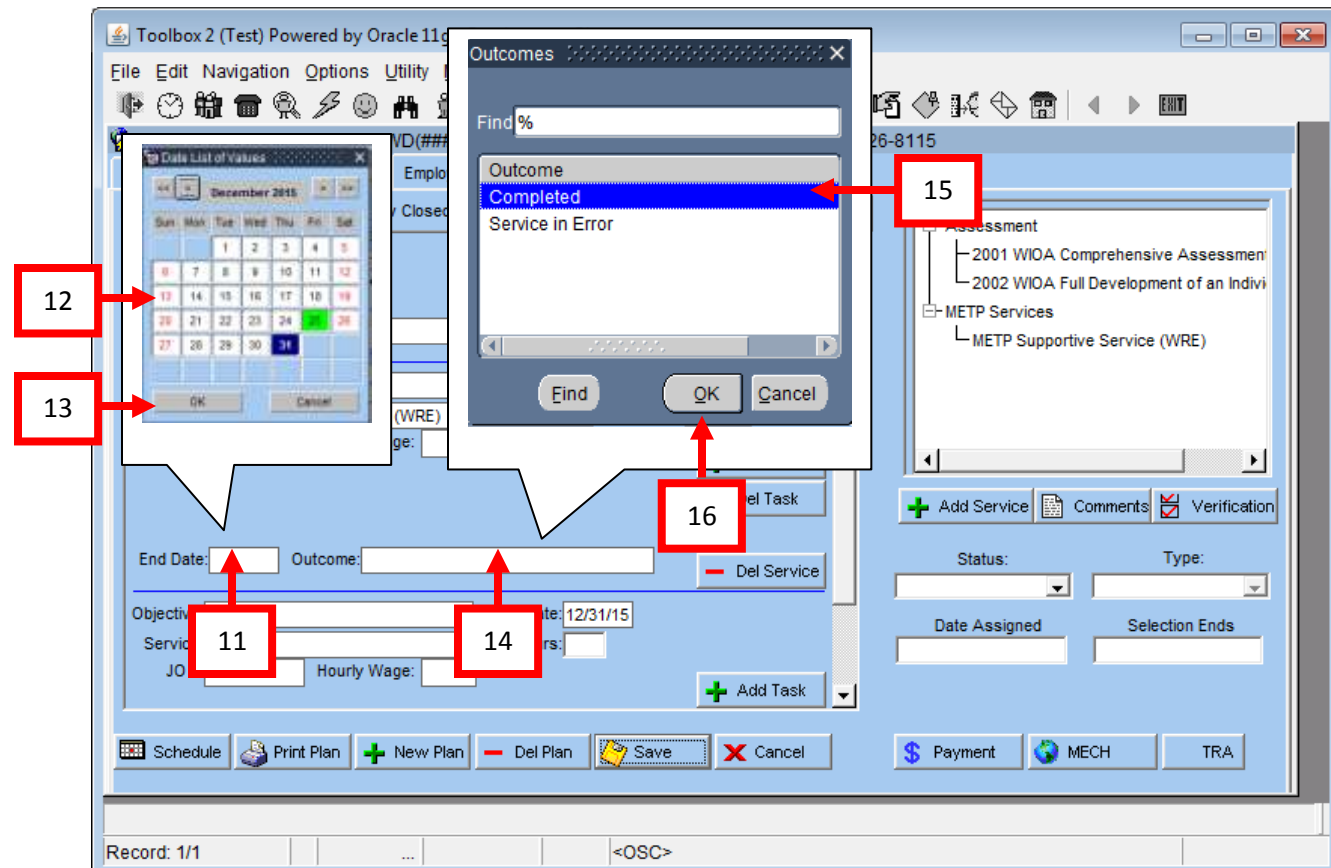
Assessment
- 2001 WIOA Comprehensive Assessment
- 2002 WIOA Full Development of an Indi

+ Add Service Comments Verification
Status: Type:
Date Assigned Selection Ends
Payment MECH TRA

NOTE: This service must be closed to request the payment

10

11. Double Click in the **End Date** field
12. Choose the End Date (System will default to current date)
13. Click the **Ok** button
14. Double click in the **Outcome** field
15. Choose **Completed**
16. Click the **OK** button



17. **End Date** field is now populated
18. **Outcome** field is now populated
19. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

End Date: 12/31/15 Outcome: Completed

Objective: Services Start Date: 12/31/15

Service: Supportive Service Hours:

JO #: Hourly Wage:

+ Add Task - Del Task

+ Add Service - Del Service

Assessment

- 2001 WIOA Comprehensive Assessment
- 2002 WIOA Full Development of an Individual

METP Services

- METP Supportive Service (WRE)

+ Add Service Comments Verification

Status: Type:

Date Assigned Selection Ends

Schedule Print Plan New Plan Del Plan Save Cancel

Record: 1/1 <OSC>

20. Click **OK** on the popup

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

End Date: Outcome: Del Task Del Service

Objective: METP Services Start Date: 12/31/15

Service: METP Supportive Service (WRE) JO #: Hourly Wage:

Forms

! Please make the WRE payment then save the service.

OK

End Date: 12/31/15 Outcome: Completed Del Service

Objective: Start Date: 12/31/15 Hours: 20

Service: JO #: Hourly Wage: Add Task

Schedule Print Plan New Plan Del Plan Save Cancel

Payment MECH TRA

Record: 1/1 <OSC>

21. Enter the **Amount** of WRE payment
22. Enter the **Vendor** from List of Values
23. Enter the **Expense** from the List of Values
24. Click the **Ok** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

End Date: Outcome: Del Service

Objective: METP Services Start Date: 12/31/15

Service: METP Supportive Service (WRE) Hours: Hourly Wage:

JO #: Add Task Del Task

End Date: 12/31/15 Outcome: Completed Del Service

Objective: Start Date: 01/06/16

Service: Hours: Hourly Wage:

JO #: Add Task Del Task

Schedule Print Plan New Plan Del Plan Save Cancel

Payment

Start	End	Amount
12/31/2015	12/31/2015	175.00

Vendor: MERS/MISSOURI GOODWILL

Expense: Tools

OK

Payment MECH TRA

Record: 1/1 ... List of Valu... <OSC>

25. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

End Date: Outcome: Del Service

Objective: METP Services Start Date: 12/31/15

Service: METP Supportive Service (WRE) Hours:

JO #: Hourly Wage:

+ Add Task - Del Task

End Date: 12/31/15 Outcome: Completed Del Service

Objective: Start Date: 01/06/16

Service: Hours:

JO #: Hourly Wage:

+ Add Task - Del Task

25

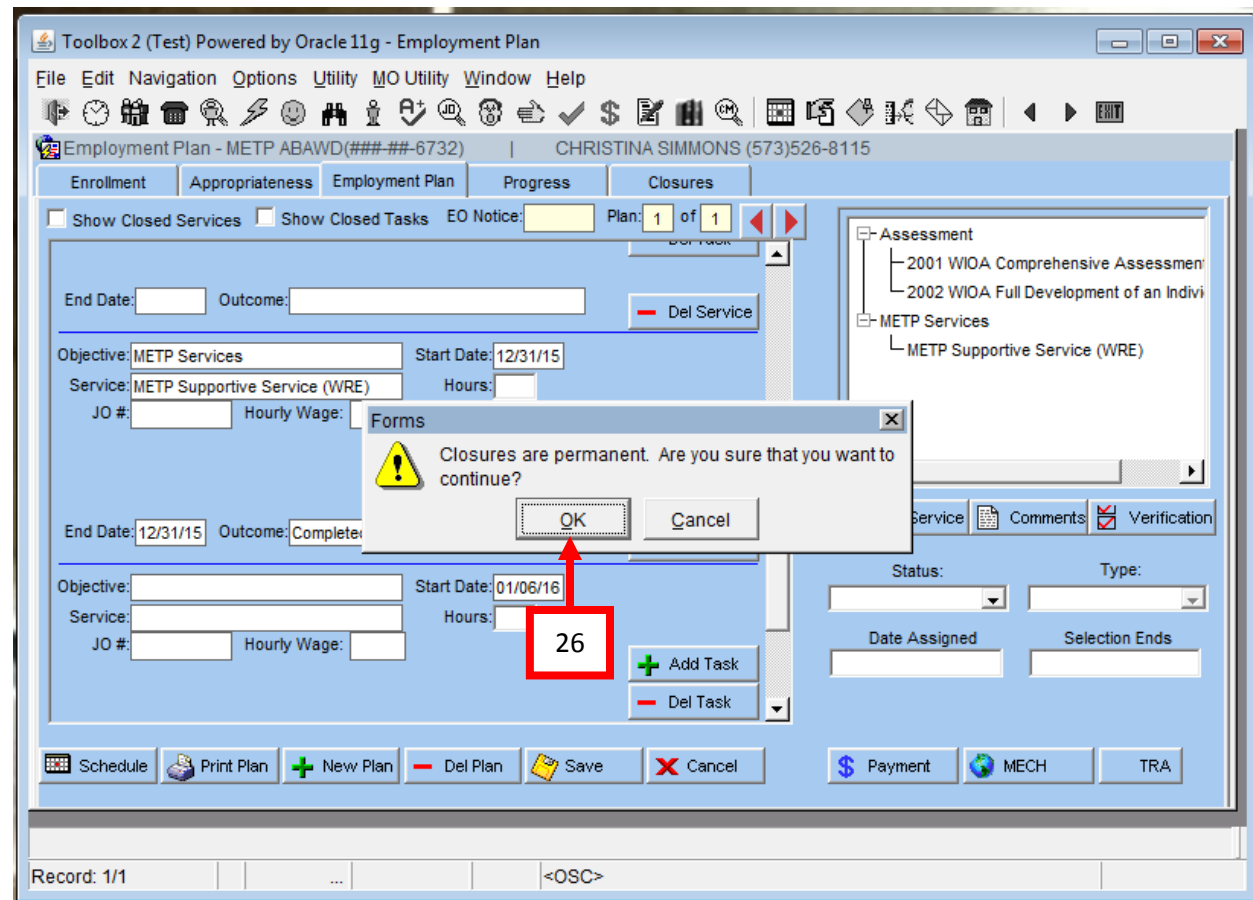
Schedule Print Plan + New Plan - Del Plan Save X Cancel

Payment MECH TRA

Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

26. Click the **Ok** button



27. METP Supportive Service
(WRE) is now closed

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

Start Date: 07/15/15 Closed:
 ONet: 53-3032.00 Truck Drivers, Heavy and Tractor-Trailer
 Goal: Short Term goal-To become a truck driver
 Long Term Goal-Own a trucking company
 Justification: To become self sufficient and support family. Truck driving is inc
 8% with expected job openings to be additional 10,000 in the next 2 years
 LMI

Objective: Assessment Start Date: 07/15/15
 Service: 2001 WIOA Comprehensive Assess Hours:
 JO #: Hourly Wage:
 Add Task
 Del Task
 End Date: Outcome:
 Del Service

Objective: Assessment Start Date: 07/15/15

Schedule Print Plan New Plan Del Plan Save Cancel

Payment MECH TRA

Assessment
 2001 WIOA Comprehensive Assessment
 2002 WIOA Full Development of an Individual

Add Service Comments Verification
 Status: Type:
 Date Assigned Selection Ends

NOTE: A service note must be entered each time you request a WRE payment

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Histories

File Edit Help

Notes for Seeker - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Search Criteria

Note Category: Clear

Counselor: Search

Date: -

Exclude Background Check ☐

+ Add

- Delete

Date	Note Category	Subject	Counselor	Follow-Up Dt
<input type="checkbox"/> 12/31/15	Supportive Ser	METP Supportive Service (WRE)	EDWARD GREENSLIT	
<input type="checkbox"/> 12/16/15	Customer Cont	Attempted Telephone Contact-Email Sent	CHRISTINA SIMMONS	
<input type="checkbox"/> 12/14/15	Supportive Ser	METP TRE	EDWARD GREENSLIT	
<input type="checkbox"/> 11/25/15	Customer Cont	Telephone Contact-Individual Counseling	CHRISTINA SIMMONS	12/23/15
<input type="checkbox"/> 10/08/15	Customer Cont	Telephone Contact	CHRISTINA SIMMONS	
<input type="checkbox"/> 09/08/15	Customer Cont	Telephone Contact-LM	CHRISTINA SIMMONS	10/08/15
<input type="checkbox"/> 08/05/15	Customer Cont	Telephone Contact	CHRISTINA SIMMONS	09/03/15
<input type="checkbox"/> 07/15/15	Customer Cont	Customer Contact	CHRISTINA SIMMONS	07/20/15
<input type="checkbox"/> 07/15/15	Customer Cont	WIOA Eligibility	CHRISTINA SIMMONS	
<input type="checkbox"/> 06/23/15	Customer Cont	WIA iPhone Inquiry	PAMELA DOSS	

To participate in and complete training this participant needed tools. The participant is unable to obtain them on their own and there is no other organization to obtain the tools from. Submitted a request for \$175 to purchase tools for this participant.

Select All Deselect All Print Close

Record: 1/1 ... <OSC>

Enrolling into METP Funded Training

1. Locate and open the **Job Seeker** record.
2. Choose the **Employment Plan** icon

The screenshot shows the 'Toolbox 2 (Test)' application window. The title bar indicates it is 'Powered by Oracle 11g - Seeker'. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons, including a magnifying glass and a document with a checkmark. The main window displays a 'Job Seeker' record for Christina Simmons (573)526-8115. The record is titled 'Seeker Screen - METP ABAWD(###-##-6732)'. The record is divided into several sections: Name and Address Information, Phone Numbers, Personal Information, Veteran Information, and Seeker Status. The 'Find Seeker' button is highlighted with a red box and labeled '1'. The 'Employment Plan' icon in the toolbar is highlighted with a red box and labeled '2'.

Name and Address Information

ABAWD | 123 METP WAY | JEFFERSON CITY | MC | 65101

Phone Numbers

Home: | Cell: | Work: | Other: |

Personal Information

Date of Birth: 04/21/1986 | Age: 29 | Gender: F | Searchable: ☒ | Share resume: ☒

Veteran Information

Vet Status: N - None | Transition: |

Seeker Status

Status	Date	Last Update	Workkeys ID
Emp Exchange: Active	12/10/15	12/10/15	
Case Management: Active			
UI Ben Year Beg Dt: Inactive			
Dislocated Date: EB			
Next Appt:			
Next Task:			12/23/15

Job Contacts:

App ID	DCN	Job Contact
11688479		METP ABAWD, WIA ADULT
		CORE, WIOA ADULT CAREER,
	0053948512	WIOA Adult

Services Provided

Date	Type of Service	Employment Counselor
12/10/15	Job Search Activity	EDWARD GREENSLIT
12/10/15	Resume Assistance	EDWARD GREENSLIT
11/25/15	WIA Followup	CHRISTINA SIMMONS
10/08/15	WIA Followup	CHRISTINA SIMMONS

Source: ANTHONY SMITH | Partial Seeker: ☐ | Restricted: ☐ | SSN Discrepancy: ☐ | Deceased: ☐ | Web Info: | Save: | Cancel:

3. Select **Appropriateness** tab

Toolbox 2 (Test) P by Oracle 11g - Employment Plan

File Edit Navigation **3** ns Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment **Appropriateness** Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs	Ref Dt	DCN ID

Verify Date:

Other Potential DWD Programs

--

☐ Show Clos...

☐ Add ☐ Delete

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
METP ABAWD	12/10/15		<input type="checkbox"/>	
WIA ADULT CORE	06/05/15		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
WIOA Adult	07/15/15		<input type="checkbox"/>	
			<input type="checkbox"/>	

☐ External Counselor ☐ Recalled by Trade Affected Employer

☐ Show Clos...

**NOTE: Answer the five questions.
All answers must be Yes**

4. Is the customer unsuccessful through intensive services and is in need of training Services?
YES

Freeform example

Customer is unable to find employment and is in need of training to make them more marketable to employers

5. Has the customer explored grant resources and requires assistance beyond what is available through those grant resources? YES

Freeform example

Customer has been approved for a Pell Grant however it does not cover all the cost of training

4 Is the customer unsuccessful through intensive services and is in need of training services?

5 Has the customer explored grant resources and requires assistance beyond what is available through those grant resources?

Does an evaluation of the customers skills, abilities, and Employment Plan indicate that they can complete training?

Is the training program linked to employment opportunities in the local area?

Is the chosen training on the eligible provider list (If OJT, does the employer meet the requirements to receive WIA OJT funds)?

Completed Date: Training Services must be added to plan by: Record 1 of 0 + Add Save Cancel

Record: 1/1 <OSC>

6. Does an evaluation of the customer's skills, abilities, and Employment Plan indicate that they can complete training? YES

Freeform example

Workkeys test scores indicate the customer has the skills and abilities to complete the training. Training is in line with what the customer has expressed as their interest.

7. Is the training program linked to employment opportunities in the local area? YES

Freeform example

The truck driving field is rated as A by MERIC and is increasing by 17.41%

6

7

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

General

Is the customer unsuccessful through intensive services and is in need of training services? Yes Customer is unable to find employment and is in need of training to make them more marketable to employers

Has the customer explored grant resources and requires assistance beyond what is available through those grant resources? Yes Customer has been approved for a Pell Grant however it does not cover all the cost of training

Does an evaluation of the customers skills, abilities, and Employment Plan indicate that they can complete training?

Is the training program linked to employment opportunities in the local area?

Is the chosen training on the eligible provider list (If OJT, does the employer meet the requirements to receive WIA OJT funds)?

Completed Date: Training Services must be added to plan by: Record 1 of 0 + Add Save Cancel

Record: 1/1 <OSC>

8. Is the chosen training on the eligible provider list (if OJT does the employer meet the requirements to receive WIA OJT funds)? YES

Freeform example

State Fair Community College-Sedalia is a WIOA approved school that has a 4 week truck driving program.

8

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

General

Is the customer unsuccessful through intensive services and is in need of training services? Yes Customer is unable to find employment and is in need of training to make them more marketable to employers

Has the customer explored grant resources and requires assistance beyond what is available through those grant resources? Yes Customer has been approved for a Pell Grant however it does not cover all the cost of training

Does an evaluation of the customers skills, abilities, and Employment Plan indicate that they can complete training? Yes Workkeys test scores indicate the customer has the skills and abilities to complete the training. Training is in line with what the customer has expressed as their interest.

Is the training program linked to employment opportunities in the local area? Yes The truck driving field is rated as A by MERIC and is increasing by 17.41%

Is the chosen training on the eligible provider list (if OJT, does the employer meet the requirements to receive WIA OJT funds)?

Completed Date: Training Services must be added to plan by: Record 1 of 0 + Add Save Cancel

Record: 1/1 <OSC>

9. Double click in the **Completed Date** field to populate the current date
10. Click the **Save** button

Toolbox 2 (Test) Powered by Oracle11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

General

Is the customer unsuccessful through intensive services and is in need of training services? Yes Customer is unable to find employment and is in need of training to make them more marketable to employers

Has the customer explored grant resources and requires assistance beyond what is available through those grant resources? Yes Customer has been approved for a Pell Grant however it does not cover all the cost of training

Does an evaluation of the customers skills, abilities, and Employment Plan indicate that they can complete training? Yes Workkeys test scores indicate the customer has the skills and abilities to complete the training. Training is in line with what the customer has expressed as their interest

Is the training program linked to employment opportunities in the local area? Yes The truck driving field is rated as A by MERIC and is increasing by 17.41%

Is the chosen training on the eligible provider list (If OJT, does the employer meet the requirements to receive WIA OJT funds)? Yes State Fair Community College-Sedalia is a WIOA approved school that has a 4 week truck driving program.

Completed Date: Training Services must be added to plan by: Record 1 of 1 + Add Save Cancel

Record: 1/1 <OSC>

11. Pop up appears after save
12. Click the **Ok** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-###-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

General

Is the customer unsuccessful through intensive services and is in need of training services? Yes

Customer is unable to find employment and is in need of training to make them more marketable to employers

Has the customer explored grant resources and requires assistance beyond what is available through those grant resources? Yes

Customer has been approved for a Pell Grant however it does not cover all the cost of training

Does an evaluation of the customers skill Employment Plan indicate that they can co

Is the training program linked to employment in the local area?

Is the chosen training on the eligible provider list (if not, does the employer meet the requirements to receive WIA OJT funds)? Yes

State Fair Community College-Sedalia is a WIOA approved school that has a 4 week truck driving program.

Completed Date: 01/29/16 Training Services must be added to plan by: 04/28/16 Record 1 of 1

+ Add Save Cancel

Record: 1/1 <OSC>

Forms

This record will be frozen! This record will only be good for 90 days. Do you want to continue?

Yes No

13. Select **Employment Plan** tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility Window Help

13

Employment Plan - METP ABAWD(###) #6732 | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness **Employment Plan** Progress Closures

General

Is the customer unsuccessful through intensive services and is in need of training services? Yes Customer is unable to find employment and is in need of training to make them more marketable to employers

Has the customer explored grant resources and requires assistance beyond what is available through those grant resources? Yes Customer has been approved for a Pell Grant however it does not cover all the cost of training

Does an evaluation of the customers skills, abilities, and Employment Plan indicate that they can complete training? Yes Workkeys test scores indicate the customer has the skills and abilities to complete the training. Training is in line with what the customer has expressed as their interest

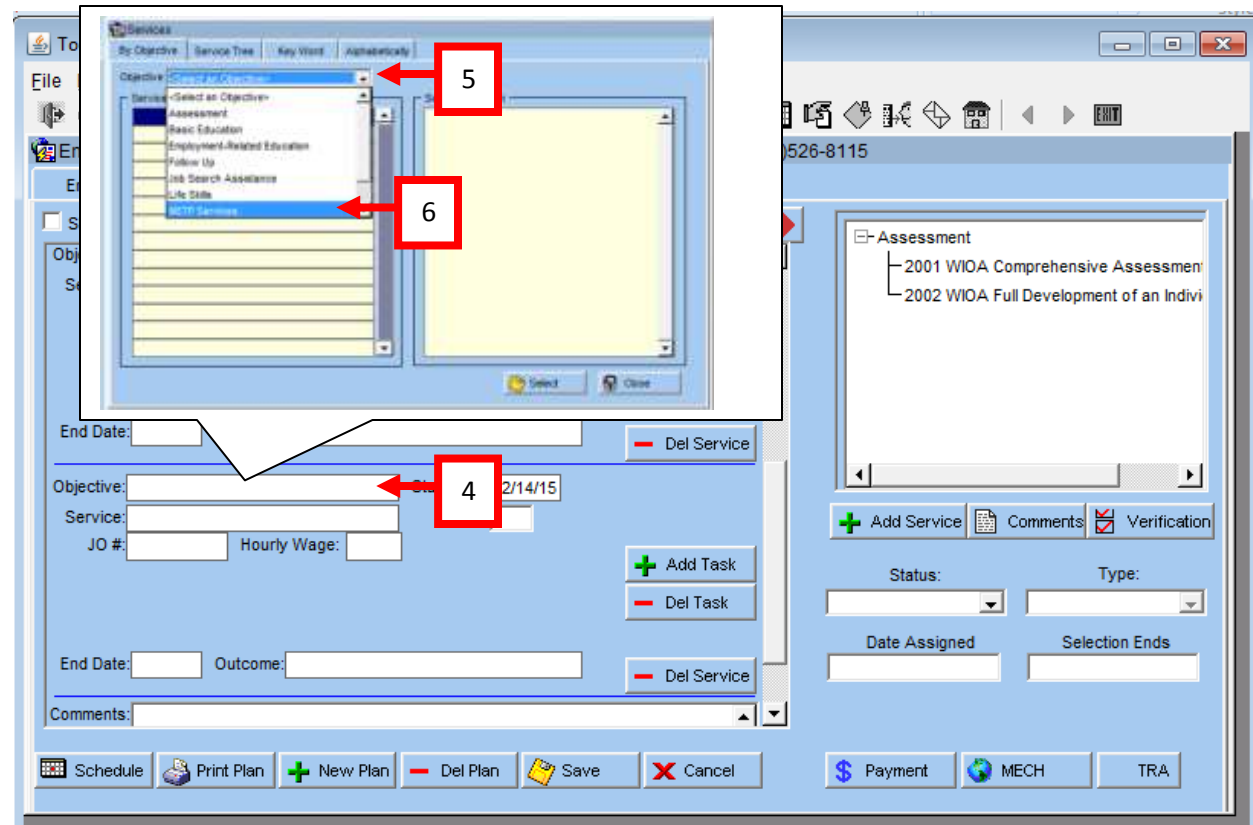
Is the training program linked to employment opportunities in the local area? Yes The truck driving field is rated as A by MERIC and is increasing by 17.41%

Is the chosen training on the eligible provider list (If OJT, does the employer meet the requirements to receive WIA OJT funds)? Yes State Fair Community College-Sedalia is a WIOA approved school that has a 4 week truck driving program.

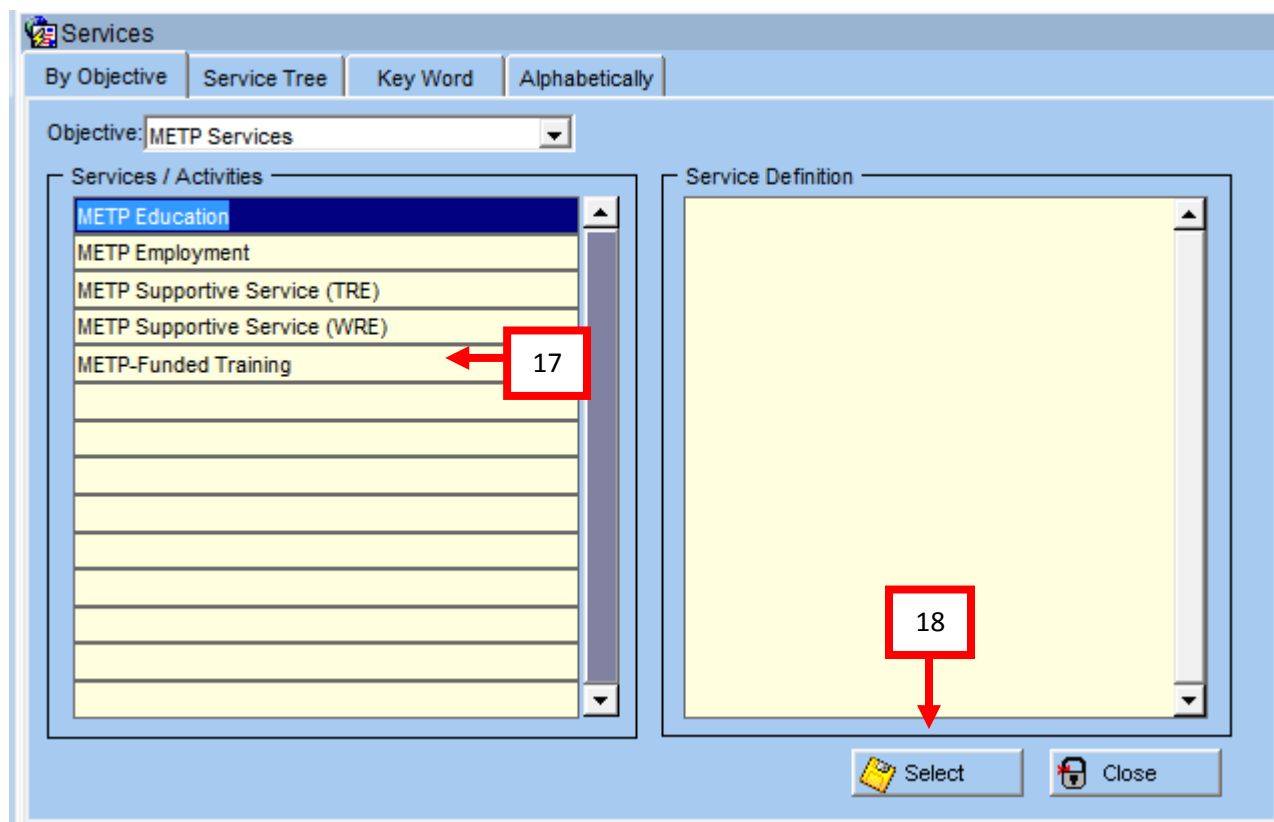
Completed Date: 01/29/16 Training Services must be added to plan by: 04/28/16 Record 1 of 1 + Add Save Cancel

Record: 1/1 ... <OSC>

14. Double click in the **Objective** field
15. Click on the **drop down arrow** to display list of objectives
16. Choose **METP Services**



17. Choose **METP Funded Training** from the listing
18. Click the **Select** button



19. Choose the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(### ##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

Show Closed Services Show Closed Tasks EO Notice: Plan: 1 of 1

Objective: Assessment Start Date: 07/15/15
Service: 2002 WIOA Full Development of an In Hours:
JO #: Hourly Wage:
+ Add Task
- Del Task
- Del Service
End Date: Outcome:
Objective: METP Services Start Date: 01/29/16
Service: METP-Funded Training Hours:
JO #: Hourly Wage:
Task 1: Comp: + Add Task
- Del Task
- Del Service
End Date: Outcome:

Schedule Print Plan + New Plan - Del Plan Save Cancel

Record: 1/1 <OSC>

Assessment
2001 WIOA Comprehensive Assessment
2002 WIOA Full Development of an Indi

+ Add Service Comments Verification

Status: Type:
Date Assigned Selection Ends

Payment MECH TRA

Complete the Progress Training Tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Win

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

Start Date: 07/15/15 Closed: ONet: 53-3032.00 Truck Drivers, Heavy and Tractor-Trailer

Goal: Short Term Goal-To become a truck driver Long Term Goal-Own a trucking company

Justification: To become self sufficient and support family. Truck Driving is increasing by 8% with expected job openings to be additional 10,000 in the next 2 years

LMI

Objective: Assessment Start Date: 07/15/15

Service: 2001 WIOA Comprehensive Assessment Hours: JO #: Hourly Wage:

End Date: Outcome: Del Task Del Service

Objective: Assessment Start Date: 07/15/15

Assessment

- 2001 WIOA Comprehensive Assessment
- 2002 WIOA Full Development of an Individual

METP Services

- METP-Funded Training

Add Service Comments Verification

Status: Type:

Date Assigned Selection Ends

Payment MECH TRA

Schedule Print Plan New Plan Del Plan Save Cancel

Explanation of the employment plan goal (FF)

Record: 1/1 <OSC>

22. Choose **Training Programs** tab

The screenshot shows a software application window titled 'Toolbox 2 (Test) Powered by Oracle'. The window has a menu bar with 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window displays the 'Employment Plan - METP ABAWD(###-###-6732)' for 'CHRISTINA SIMMONS (573)526-8115'. There are several tabs: 'Progress Evaluation Notes', 'Training Programs', 'NEG Payroll', 'NEG Supportive Services', 'DWG Payroll', and 'DWG Supportive Services'. The 'Training Programs' tab is selected. It contains a table with the following columns: 'Date', 'Subject', 'Counselor', and 'Flw-Dt'. The table has a header row and several empty rows below it. Below the table is a 'Show All Plans' checkbox and four buttons: 'Select All', 'Deselect All', 'Print', and 'Add'. At the bottom right of the window are 'Save' and 'Cancel' buttons. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'. A red box with the number '22' and an arrow points to the 'Training Programs' tab.

Date	Subject	Counselor	Flw-Dt

23. Enter **Actual Start Date**
(current Date)
24. Choose school the participant
will be attending from the **School
Name** drop down (you can only
choose active schools)

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DWG Payroll DWG Supportive Services

Actual Start Date

WIOA Training Programs

School Name:

Trade Act Training Programs

Other School Name:

Training Type:

Contact Name:

Contact Phone:

ETPS

ITA

Funded Amt:

Pell Grant Amt:

Refund Amt:

Projected Completion:

Actual Completion:

Certificate Obtained

Show Completed

Online Training

Incumbent Worker

Associate Degree

+ Add - Delete

Save Cancel

MM/DD/YY

Record: 1/1 <OSC>

25. Choose the training program from the **Training Program** drop down
26. Choose type of certification
27. Enter projected completion date into the **Projected Completion** date field

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DWG Payroll DWG Supportive Services

Actual Start Date: 01/29/16

WIOA Training Programs

School Name: STATE FAIR COMMUNITY COLLEGE - SEDALIA-STATE FAIR COMMUNITY ...

Training Program: [Dropdown] [Dropdown]

Trade Act Training Programs

Training Type: [Dropdown]

Contact Name: [Text Field]

Contact Phone: [Text Field]

ETPS

Projected Completion: [Date Field] [27]

Actual Completion: [Date Field]

Certificate Obtained [Checkbox]

Show Completed [Checkbox]

Online Training [Checkbox]

Incumbent Worker [Checkbox]

Associate Degree [Checkbox]

ITA

Funded Amt: [Text Field]

Pell Grant Amt: [Text Field]

Refund Amt: [Text Field]

+ Add - Delete

Save Cancel

MM/DD/YY

Record: 1/1 ... <OSC>

28. Choose **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-###-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DWG Payroll DWG Supportive Services

WIOA Training Programs

School Name: STATE FAIR COMMUNITY COLLEGE - SEDALIA-STATE FAIR COMMUNITY ...

Training Program: 490205-TRUCK DRIVING-CLASS A CDL COURSE CERTIFICATE

Trade Act Training Programs

Training Type: [Dropdown]

Contact Name: [Text Box]

Contact Phone: [Text Box]

ETPS

ITA

Funded Amt: [Text Box]

Pell Grant Amt: [Text Box]

Refund Amt: [Text Box]

Projected Completion: 03/02/16

Actual Completion: [Text Box]

Certificate Obtained [Checkbox]

Online Training [Checkbox]

Incumbent Worker [Checkbox]

Associate Degree [Checkbox]

+ Add - Delete Show Completed

28

Save Cancel

MM/DD/YYYY or MM/DD/YY

Record: 1/1 <OSC>

29. **Progress Training Program**
tab has been saved

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(### ##-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DWG Payroll DWG Supportive Services

WIOA Training Programs

School Name: STATE FAIR COMMUNITY COLLEGE - SEDALIA-STATE FAIR COMMUNITY ...

Training Program: 490205-TRUCK DRIVING-CLASS A CDL COURSE

Certificate: CERTIFICATE

Trade Act Training Programs

Training Type:

Contact Name:

Contact Phone:

ETPS

ITA

Funded Amt:

Pell Grant Amt:

Refund Amt:

Projected Completion: 03/02/16

Actual Completion:

Certificate Obtained

Online Training

Incumbent Worker

Associate Degree

+ Add - Delete

Show Completed

Save Cancel

Record: 1/1 <OSC>

Ending METP Funded Training

1. Locate and open the **Job Seeker** record.
2. Choose the **Employment Plan** icon

The screenshot shows the 'Toolbox 2 (Test)' application window. The title bar indicates it is 'Powered by Oracle 11g - Seeker'. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons, including a document with a pencil (labeled '2' in a red box). The main window displays a 'Seeker Screen - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115'. The 'Find Seeker' tab is selected (labeled '1' in a red box). The form contains sections for Name and Address Information, Personal Information, Veteran Information, and Seeker Status. The 'Seeker Status' section includes a table for 'Services Provided'.

Date	Type of Service	Employment Counselor
12/10/15	Job Search Activity	EDWARD GREENSLIT
12/10/15	Resume Assistance	EDWARD GREENSLIT
11/25/15	WIA Followup	CHRISTINA SIMMONS
10/08/15	WIA Followup	CHRISTINA SIMMONS

3. Select **Employment Plan** tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness **Employment Plan** Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs	Ref Dt	DCN ID

Other Potential DWD Programs

Verify Date:

Enroll Agreement

+ Add - Delete

Actual Enrollments

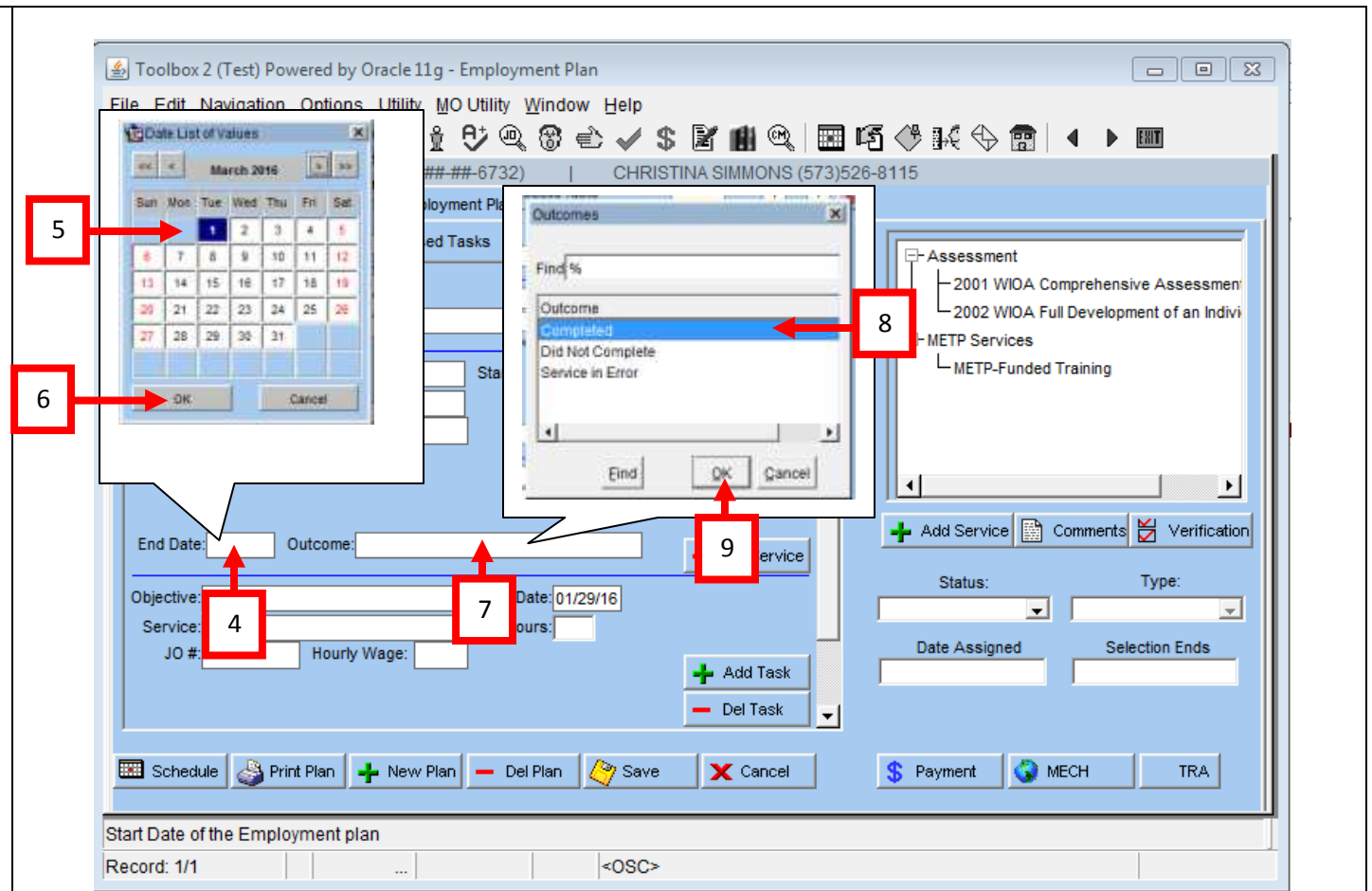
Program	Start Dt	End Dt	Trade 2002	Outcome
METP ABAWD	12/10/15		<input type="checkbox"/>	
WIA ADULT CORE	06/05/15		<input type="checkbox"/>	
WIOA ADULT CAREER	07/01/15		<input type="checkbox"/>	
WIOA Adult	07/15/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

External Counselor Recalled by Trade Affected Employer

Save Cancel

Oops! Show Clos...

4. Double Click in the **End Date** field
5. Choose the End Date (System will default to current date)
6. Click the **Ok** button
7. Double click in the **Outcome** field
8. Choose **Completed**
9. Click the **OK** button



10. End Date and Outcome fields
are now populated
11. Choose the **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

Objective: Assessment Start Date: 07/15/15
Service: 2002 WIOA Full Development of an In Hours:
JO #: Hourly Wage:

+ Add Task
- Del Task
- Del Service

End Date: Outcome:

Objective: METP Services Start Date: 01/29/16
Service: METP-Fund Hours:
JO #: Page:

+ Add Task
- Del Task
- Del Service

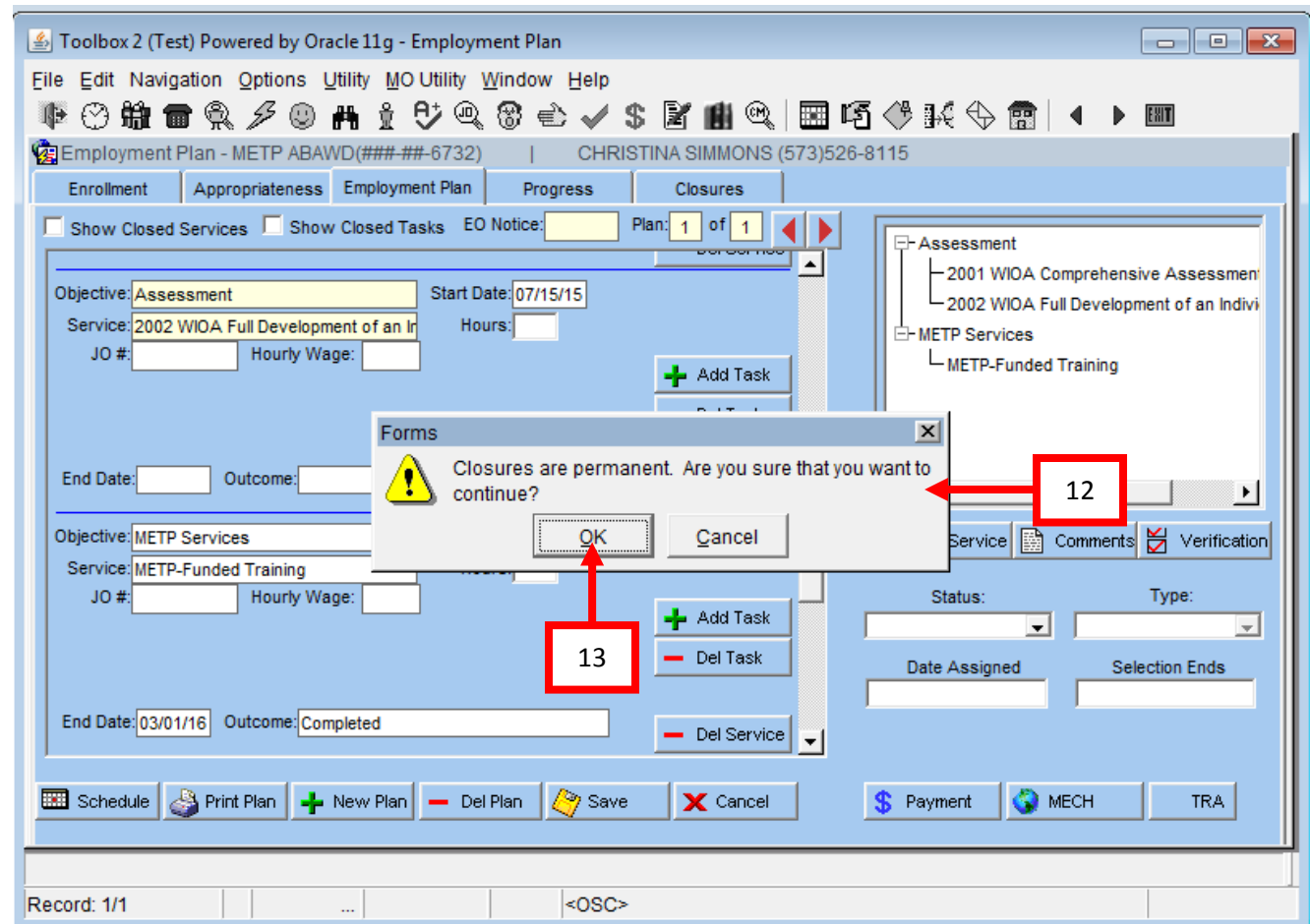
End Date: 03/01/16 Outcome: Completed

Schedule Print Plan + New Plan - Del Plan Save Cancel

Payment MECH TRA

Record: 1/1 <OSC>

12. Pop up appears after save
13. Choose the **Ok** button



14. METP Funded Training service is now closed

End training on Progress Training Program Tab

15. Choose **Progress** tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Wind

15

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 1

Start Date: 07/15/15 Closed: ONet: 53303200 Truck Drivers, Heavy and Tractor-Trailer

Goal: Short Term Goal-To become a truck driver Long Term Goal-Own a trucking company

Justification: To become self sufficient and support family. Truck Driving is increasing by 8% with expected job openings to be additional 10,000 in the next 2 years

LMI

Objective: Assessment Start Date: 07/15/15

Service: 2001 WIOA Comprehensive Assessment Hours: JO #: Hourly Wage:

+ Add Task - Del Task

End Date: Outcome: - Del Service

Objective: Assessment Start Date: 07/15/15

Schedule Print Plan + New Plan - Del Plan Save Cancel

Record: 1/1 <OSC>

Assessment

- 2001 WIOA Comprehensive Assessment
- 2002 WIOA Full Development of an Individual

+ Add Service Comments Verification

Status: Type:

Date Assigned Selection Ends

Payment MECH TRA

16. Choose **Training Programs** tab

Toolbox 2 (Test) Powered by Oracle 11g Employment Plan

File Edit Navigation Options 16 Utility Window Help

Employment Plan - METP ABAWD(##-##-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DWG Payroll DWG Supportive Services

Date	Subject	Counselor	Flw-Dt

☐ Show All Plans

Select All Deselect All Print Add

Save Cancel

Record: 1/1 ... <OSC>

17. Enter date the participant completed the training in the **Actual Completion** field
18. If a certificate was obtained click checkbox for **Certificate Obtained**
19. Double click in the **Certificate** field
20. Choose the type certificate the participant received
21. Click **Ok** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DMC Payroll DMC Supportive Services

WIOA Training Programs

School Name: STATE FAIR COMMUNITY COLLEGE

Training Program: 490205-TRUCK DRIVING-CLASS A

Trade Act Training Programs

Training Type:

Contact Name:

Contact Phone:

ITA

Funded Amt:

Pell Grant Amt:

Refund Amt:

+ Add - Delete

Projected Completion: 03/02/16

Actual Completion:

☐ Certificate Obtained

☐ Show Completed

Associate Degree ☐

MM/DD/YY

Record: 1/1

<OSC>

Save Cancel

Certificates

Find %

Certificate

AS

C0

C1

C2

CERTIFICATE

Find OK Cancel

22. Enter date the participant completed the training in the **Actual Completion** field
23. If a certificate was obtained click checkbox for **Certificate Obtained**
24. Double click in the **Certificate** field
25. Choose the type certificate the participant received
26. Click **Ok** button
27. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - METP ABAWD(###-##-6732) | CHRISTINA SIMMONS (573)526-8115

Progress Evaluation Notes Training Programs NEG Payroll NEG Supportive Services DWG Payroll DWG Supportive Services

WIOA Training Programs

School Name: STATE FAIR COMMUNITY COLLEGE - SEDALIA-STATE FAIR COMMUNITY ...

Training Program: 490205-TRUCK DRIVING-CLASS A CDL COURSE CERTIFICATE

Trade Act Training Programs

Training Type:

Contact Name:

Contact Phone:

ETPS

ITA

Funded Amt:

Pell Grant Amt:

Refund Amt:

Projected Completion: 03/02/16

Actual Completion: 03/01/2016

☒ Certificate Obtained

CERTIFICATE

☐ Show Completed

Online Training ☐

Incumbent Worker ☐

Associate Degree ☐

+ Add - Delete

19

Save Cancel

MM/DD/YYYY or MM/DD/YY

Record: 1/1 <OSC>